**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Public Services – Andhra Pradesh Ministerial Service Rules, 1998 – Change the nomenclature of the post of Senior Assistant/UD Typist as Senior Office Assistant; Junior Assistant/ Assistant cum Typist including Clerk-cum-Typist or Junior Assistant-cum-Typist/LD Typist (Telugu/ Hindi/ Urdu/English) as Junior Office Assistant; Prescribing Computer Proficiency Test (CPT) with required typing speed as technical qualifications in place of conventional Typewriting in Higher Grade and Lower Grade in Telugu and English – Amendment – Notification – Orders – Issued.

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GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms.No.26 Dated:12.03.2024.

Read the following:-

1) G.O.Ms.No.261, G.A.(Services.B) Department, dated:14.07.1998.
2) G.O.Rt.No.2246, G.A. (AR) Department, dated:16.10.2018.

O R D E R:-

Due to tremendous transformation in the working environment in Government due to the extensive changes in technologies, e-governance and expectations of the people, Government desired to bring changes in the respective Service Rules especially pre-requisite qualifications for recruitment, promotions, inter cadre transfers and also assessment of Foundation Trainings of Government employees in order to improve the efficiency, effectiveness and professionalism in the Service and to make them ready for the emerging requirements of governance.

2. In the G.O 2nd read above, the Government have constituted a Committee on Review of Service Rules headed by Spl. Chief Secretary, Revenue (Lands) and the Committee was asked to finalize the mandatory basic e-Literacy Course which will be common to all Government employees and also recommend the consequential amendments in the Service Rules.

3. The Committee has furnished Course Content, Testing of Skills and Examination, Scheme of Incentives and Amendment to Service Rules.

4. Government after careful examination of the matter with due modifications have decided to issue orders on the following issues and to make amendments to the Andhra Pradesh Ministerial Service Rules, 1998.

a) The syllabus and scheme of examination of Computer Proficiency Test (CPT) prescribed in G.O.Ms.No.26, G.A. (Ser.B) Dept., dt.24-02-2023 be mandatory to all Direct Recruitments;

(P.T.O)

b) Nomenclature of the post of UD Typist/Senior Assistant under A.P. Ministerial Service Rules, 1998 be changed as Senior Office Assistant;

c) Nomenclature of the post of Junior Assistant/ Assistant cum Typist including Clerk-cum-Typist or Junior Assistant-cum-Typist covered under class-A Category-4 and the posts of LD Typist (Telugu/Hindi/Urdu/English) covered under Class-B-Category 4(b) be changed as Junior Office Assistant; and,

d) The Computer Proficiency Test (CPT) with required typing speed be prescribed as technical qualification in place of conventional Typewriting in Higher Grade and Lower Grade in Telugu and English prescribed in A.P. Ministerial Service Rules, 1998.

5. This order issues with the concurrence of Finance Department vide their U.O.No. 2261538/HROPDPP/374/2023/HR.I.

6. This order is available in online and can be accessed at http://apegazette.cgg.gov.in

7. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

## NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Ministerial Service Rules, 1998 issued in G.O.Ms.No.261, General Administration (Ser.B) Department, dated 14th July, 1998 and published in the Andhra Pradesh Gazette Part. I, Extraordinary, dated the 29th October, 1998 and as subsequently amended from time to time:-

## AMENDMENTS

In the Andhra Pradesh Ministerial Service Rules, 1998;

(1) In the said Rules including Annexure–I [Rule 6(1)] and Annexure-II [Rule 11(b)], the words "Senior Assistant" (or) "Senior Assistants" wherever they occur, the words "Senior Office Assistant" (or) "Senior Office Assistants" shall be substituted.

(2) In the said Rules the words, "U.D. Typist", "U.D. Typist (Telugu)", "U.D. Typist (English)" wherever they occur, the words "Senior Office Assistant" shall be substituted.

(contd...P.3)

( 3) In the said Rules the words "Junior Assistant" (or) "Junior Assistants" (or) "Assistant cum Typist including Clerk-cum-Typist or Junior Assistant-cum-Typist" (or) LD Typist (Telugu/Hindi/Urdu/ English)" wherever they occur, the words "Junior Office Assistant" shall be substituted.

(4) In the Annexure – I to Rule 6 (1), in the table thereunder,

i. in CLASS - A the S.l no. 4 and 4, the corresponding entries in Colum 1,2 and 3 including note shall be omitted.
ii. in Class - B, under Category 3, in S.l no 4, the entry (ii) in Colum no (1) L.D. Typist (Hindi) in the Offices other than Heads of Departments and Directorates, shall be omitted.
iii. in Class-B, under Category 3, after Sl.no 4(i), the corresponding entries in Colum 1, 2 and 3 including note shall be omitted.
iv. in Class-B, under Category 3, the Sl.no 4(c) the corresponding entries in Colum 1, 2 and 3 including note (i) and (ii) shall be omitted.

(5) In the said Rules in technical qualification of Type writing in Higher Grade and Lower Grade in Telugu, Proficiency Test in Telugu Typing based on computer and Type writing in Higher Grade and Lower Grade in English prescribed for the post of U.D. Typist, L.D. Typist, Assistant-cum-Typist including Clerk-cum-Typist or Junior Assistant-cum-Typist, LD Typist (Telugu/English) wherever they occur shall be omitted.

(6) In Rule 6 under the heading Qualifications,

(i) After Sub Rule 1, the following proviso shall be added, namely :-

"Provided that the Computer Proficiency Test (CPT) with required typing speed shall be technical qualification in terms of Ad-hoc Rule issued in G.O.Ms.No.26, General Administration (Services.B) Department, dated: 24.02.2023 in place of conventional typewriting in Higher Grade and Lower Grade in Telugu and Typewriting in Higher Grade and Lower Grade in English qualifications."

(P.T.O)

(ii) After sub-rule (9), the following shall be added, namely:-

"(10) The syllabus and scheme of examination of Computer Proficiency Test (CPT) prescribed in Ad-hoc Rule in terms of G.O.Ms.No.26, General Administration (Services.B) Department, dated:24.02.2023 shall be mandatory to all direct Recruitments."

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr.K.S.JAWAHAR REDDY,**
**CHIEF SECRETARY TO GOVERNMENT.**

To
The Commissioner of Printing, Stationery and Stores Purchase Department, Government of Andhra Pradesh (with request to publish the above notification in the A.P.Gazette and supply 50 copies to the Government).
The G.A.(SU.I & II) Department.
The Secretary, A.P.P.S.C., Vijayawada.
The Higher Education Department.
The Skills Development and Training (TE) Department.
The Commissioner, State Board of Technical Education and Training, Andhra Pradesh, Vijayawada.
All the Departments of Secretariat.
All Heads of the Departments.
All District Collectors & All District judges.
All the Registrar of Universities in the State recognised by the University Gants Commission (UGC) or State Government through the Secretary,A.P. Higher Education Council ., Mangalagiri.
The Law (c/OP) Department.
Finance (OP) Department, Legislature (OP) Department.
The Registrar General, AP High Court, Nelapadu, Guntur District.(In covering letter).
The Special GP, O/o Learned Advocate General, AP High Court Buildings, Nelapadu, Guntur District.
The A.O, GPs Office, AP High Court Buildings, Nelapadu, Guntur District.

Copy to:
PS to Special Chief Secretary to CM
PS to Chief Secretary to Government.
PS to Prl. Secretary (Services & HRM)
SF/SC.
C.No.691138.

//FORWARDED:: BY ORDER//

P.K.V. Lakshmi.
SECTION OFFICER